

DISTINGUISHED SERVICE AWARDS

for excellence in training



Training Officers Conference

WASHINGTON, D. C.

PURPOSE

Training is becoming increasingly critical to the achievement of efficient and economical management. Nearly every federal agency and major business organization in the Washington area has new or recently improved training programs which have contributed significantly to better utilization of human resources in achieving objectives of the organization. The DISTINGUISHED SERVICE AWARDS provide a means of identifying those training programs which have resulted in the greatest improvement in management, and for giving recognition to the training officers and line officials who have contributed most to the success of those programs.

CATEGORIES

Consideration should be given the types of contributions listed below, but not limited to them.

1. Sponsorship of programs (usually line officials)
2. Authorship and/or research
3. Instructorship
4. Training Directorship
5. Single Training Program Planning or Development
6. Contributions to Training or Educational Professional Organizations

NOMINATIONS

Nominations may be made on the form on the reverse side of this page by heads of agencies or organizations, directors of personnel, members of the Training Officers Conference and others concerned with improving management through training.

JUDGES

The panel of judges who will select winners are:

Honorable Maurine Neuberger, U.S. Senator
from Oregon

Mrs. Katharine Graham, President, The
Washington Post

Honorable Elmer B. Staats, Deputy Director,
Bureau of the Budget

GENERAL INFORMATION

All nominations must reach the Chairman, Awards Committee, not later than April 27, 1965. The awards will be presented at a luncheon on June 8, 1965.

The members of the Awards Committee are Julius E. Eittington, National Park Service, Chairman; Wilton H. Dickerson, U.S. Civil Service Commission, and David J. Sica, Veterans Administration.

Julius E. Eittington
Chairman, Awards Committee
Training Officers Conference
Room 3322
Interior Building
Washington, D. C. 20240 (or Stop 43)

I make the following nomination for a Distinguished Service Award:

Nominee _____
Title _____

Organization _____
Business Address _____

Brief statement summarizing (1) nature of contribution and (2) results of contribution. (If preferred, a statement of not more than 2 pages may be attached. (Supplemental material may also be attached.)

Submitted by: _____
Name: _____
Title: _____
Organization: _____
Business Address: _____

ER 64-38:

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Training Officers Conference

WASHINGTON, D. C.

June 1, 1964

Mr. John A. McCone
Director
Central Intelligence Agency
2430 E Street, N. W.
Washington, D. C. 20505

Dear Mr. McCone:

We very much appreciate your nomination of [REDACTED] for a Distinguished Service Award by the Training Officers Conference. In all, we received 34 nominations for these Awards. The number and quality of training accomplishments and the stature of the nominees are most impressive. The selection of the winners was a most difficult task.

STATINTL

Although [REDACTED] was not selected this year for the Distinguished Service Award, she did make a very significant contribution to the improvement of training and development and the judges felt that she should receive special recognition. We have, therefore, placed [REDACTED] name on the Training Officers Conference Honor Roll for 1964. The Honor Roll will be presented, along with the Distinguished Service Awards, at the June TOC meeting to be held on June 9th at 12:00 noon, at the Presidential Arms. We hope that you and [REDACTED] will be on hand for the Awards presentation.

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Sincerely yours,

MANES SPECTER
Chairman
Training Officers Conference